

## Quantico General Academy Information

If you can't find the answer to your question here or at the course site please feel free to contact the respective course or the headquarters staff. Choose from the following topics:

**Organization:** The Staff NCO Academy is a professional military educational school under the umbrella of Marine Corps University and within Marine Corps Combat Development Command (MCCDC). For personnel and administrative matters, the students are attached to Training and Education Company, Headquarters and Service Battalion, Marine Corps Base, Quantico.

**Student Chain of Command:** As students, your immediate supervisor is your faculty advisor. The Course SNCOIC is available, along with the Academy Director, to help you with any concerns. If further assistance is necessary, the Academy will direct you to the appropriate service agency.

**Administration:** The Staff NCO Academy Administrative Section will provide you routine administrative support while you are a student here, such as orders endorsements, fitness reports, and applications for programs offered by the Marine Corps.

**HQMC Visit:** Advanced Course & Career Course students will have the opportunity to converse with monitors during a scheduled visit to the Marsh Center on board Quantico. Advanced, Career Course students will have an opportunity to review their official military personnel file and will receive a period of instruction from the Career Counseling Branch HQMC. Sergeant Course students will also have access to these opportunities with the assistance of their SNCOIC.

**Mess Night:** As part of the Career and Sergeants Courses, students plan and participate in a Mess Night. The cost is approximately \$35.00 to \$40.00 per person. You are encouraged to wear your Dress Blues.

**Professional Dinner:** As part of the Advanced Course, students will participate in a professional dinner. The cost is approximately \$40.00 per person. Bring appropriate civilian attire, i.e. suit coat, dress shirt and slacks/or dress.

**Class Photo:** As part of the course, class and platoon photos will be taken and made available for each student for approximately \$10.00 a copy.

**Graduation:** All students who successfully complete the course requirements will graduate in a formal ceremony. We encourage you to invite your family, friends, and members of your command to the graduation.

**Command Participation:** Commands are encouraged to visit or call the Academy. Your interest in your Marines can be the difference between pass or fail.

### **Disbursing**

The following disbursing information applies while you are a student at the Staff NCO Academy:

**Government Sponsored Credit Card:** Current regulations request all SNCOs to enroll in the Government Sponsored Credit Card Program. Those Marines enrolled in the program are ineligible for any advances. Interim travel settlements are authorized.

**Per Diem (TAD/TDY Pay):** Paid at the mess hall rate of \$10.80 per day as authorized in the Joint Federal Travel Regulations (JFTR). Advanced per diem should be accomplished by the Marine's parent command, or by ATM withdrawal using the Citi bank Card prior to reporting. Upon completion of Orders, file a travel claim to obtain your final settlement with your parent command.

**Advanced Travel:** Advanced travel should be drawn from your parent command. Travel pay must be liquidated at your parent command or your next duty station (if you are on PCSO).

**Family Separation Allowance:** Family Separation Allowance (FSA) will be reported for Marines who are separated more than 50 miles from their dependents. With the appropriate documentation, the "Start FSA" is reported on the 30th day aboard. The "Stop FSA" will be terminated upon the Marines return to their parent command. Sergeants Course students must have their parent commands start and stop FSA.

**BILLETING:** Is available and is located at Jordan Hall and will be assigned during check-in. The SNCOA WILL NOT endorse orders or authorize the non-availability of quarters. If arriving early contact the SNCOA prior to making or paying for hotel accommodations.

#### **Leave and Liberty**

**Leave:** Annual leave in conjunction with TAD is authorized, and placed in your orders by your parent command, and is only authorized prior to reporting and upon completion of the course. Emergency leave requests during working hours will be submitted through the student chain of command for processing. After normal working hours, the Duty Faculty Advisor and Advanced Course SDNCO will be contacted for emergency leave requests.

**Liberty:** Eighty miles from Quantico is the maximum limit for normal and special liberty of less than 24 hours. Weekend, holiday and special liberty of 24 hours or more is limited to a maximum distance of 300 miles from Quantico. Students must obtain authorization to exceed the 300 mile limit from the course NCOIC. Normal liberty commences daily at the end of the class schedule and expires at 0530 the following day. Weekend liberty commences at the end of the class schedule on Friday and expires at 0530 on Monday, depending on the training schedule.

#### **Postal:**

**Mailing Address:** The mailing address while in attendance at the Staff NCO Academy is:

Students Name  
Staff Noncommissioned Officer Academy  
\_\_\_\_\_Course\_\_\_\_\_ -10  
3077 Broadway St  
Quantico, VA 22134

**Post Office:** The post office, located at Building 716 (behind Marine Corps Association building), is open daily for selling and cashing money orders. Faculty Advisors pick up student incoming mail at the Staff NCO Academy Admin Office each weekday between 1315 and 1515. MAIL IS NOT PICKED UP or DELIVERED ON Weekends OR HOLIDAYS. **DO NOT HAVE LARGE ITEMS, SUCH AS CAR PARTS, MAILED TO THE ACADEMY.**

**Weather:** During December through March, the colder months, temperatures will range between 20-50 degrees during the day and much colder at night. April/May and October/November are transitional months with mild temperatures. During June through September, the hot and humid months, temperatures will range between 70 to 95 degrees during the day, and cool off at dusk.

**Transportation:** Information booths are located at Washington and Dulles airports. All prices listed below are to be used as a guide and are subject to change. The Staff Noncommissioned Officer Academy DOES NOT provide transportation from the airports to Quantico, nor does it have a liaison at the airports. Travel from the airport to the Academy is the responsibility of the student. Plan accordingly.

From Dulles Airport: A taxi to Quantico costs about \$70.00.

**Super Shuttle:**

Office:

2605 S. Clark St.

Arlington, VA 22202

Main: (703) 416-7873

Fax: (703) 416-0729

Local Reservations: (202) 296-6662

A limousine service from the airport to Quantico can be arranged for about \$17 per person. Reservations are required 24 hours in advance; call Military Airport Service Van at (703) 532-0433 for more information. From National Airport: A taxi to Quantico costs about \$50.00. A limousine service from the airport to Quantico can be arranged for about \$15 per person. Reservations are required 24 hours in advance; call Military Airport Service Van at (703) 532-0433 for more information.

A subway can be taken to the nearest Amtrak station and an Amtrak taken to Quantico for about \$10 total. (Amtrak departure times: 0730, 1055, 1430 and 1750 and 1900. Reservations are required. For more information call 1-800-872-7245.

**Car Rental:** Car rentals are available at Dulles and National Airports and also in the local area. The car rental will be at the cost of the individual or their parent command.

**Firearms:** All firearms brought aboard Quantico must be registered with PMO at vehicle registration, Building 2043, Security Battalion and stored in the Academy armory. Firearms are not to be stored in POVs nor will they be kept in the Academy Barracks.

**Parking:** Parking is very limited around the Staff NCO Academy. Students will not be allowed to park in any spaces marked "Reserved". Tickets are given for illegal parking.

**Motorcycles:** Drivers and passengers of motorcycles must wear approved protective helmets, hard soled shoes with heels, long sleeve shirt or jacket, long legged trousers, full fingered gloves or mittens, and be in compliance W/Marine Corps Safety Regulations. Proof of instruction in motorcycle safety, current insurance, valid registration and safety inspection are required for operation aboard Quantico. For more information visit the Vehicle Registration Office located at Security Battalion, Building 2043 or call at (703) 784-3336.

**Athletic Facilities:** A new athletic facility has been built aboard Quantico consisting of a fitness center, free weight room, aerobics room, full court basket ball gymnasium, handball/racquetball courts and much more. Athletic facility hours of operation are from 0400 Mondays until 2230 on Fridays, Saturday 0800-2000, and Sundays/Holidays 0900-1900. Additionally, there are tennis courts, a golf course, riding stables, and a seasonal outdoor swimming pool.

**Banks:** A branch of Bank of America is located in the town of Quantico. This is the closest banking facility to the Staff NCO Academy. Hours of operation are 0900-1400, Monday through Friday. The bank reopens from 1600-1900 on Fridays. Bank of America has a second branch located at Building 3500, in the Marine Corps Exchange (MCX). Hours of operation are Monday through Friday, 0900-1400. A walk up window is open in the mall from 1400-1730, Monday through Friday, and 0900-1200 on Saturdays. Information may be obtained by calling (703) 640-9200.

**Credit Unions:** Navy Federal Credit Union's nearest branch is located approximately 1 mile South of Quantico on Route 1. Take Barnett Ave. towards the front gate and make a left at the 4-way going past the museum to the

Corporate Plaza, approximately 1.5 miles from the front gate. The hours of operation are 0930-1700, Tuesday through Friday, and 0745-1500 on Saturday. A 24 hour Automatic Teller is available in Quantico Town.

Marine Corps Federal Credit Union is located at 3380 Russell Road aboard MCB Quantico. The hours of operation are 0900- 1700, Tuesday through Friday. A drive through window is open during the same hours. A 24 hour Automatic Teller is available. Information may be obtained by calling (703) 640-7505.

**Clubs of Quantico:** Located at the circle off Barrett Road, Restaurant Lunch hours are 1100-1330 Monday through Friday, and Sunday brunch is from 1000-1330. Staff Lounge is open from 1600-2000, Tuesday through Thursday, and 1600-2200, Friday and Saturday. The Enlisted Club hours are 1600-2100, on Wednesday the Club provides a lunch buffet and dinner menu, for more info call (703) 784-4264.

**Hostess House:** The Hostess House also known as the Crossroads Inn is open all year and available to all service personnel and their dependents. The 96 room Hostess House is located in Building 3018, next to the Clubs at Quantico. Rooms can be reserved as far as 30 days prior to arrival and up to the day before arrival. The phone number is (703) 630-4444 or 1-800-965-9511 for reservations.

**Hotels and Motels:** There are several fine hotels and motels located in the nearby towns such as Triangle, Dumfries and Stafford to include the Staybridge Suites at (540) 720-2111 and Ramada Inn at (703) 221-1181. Consult the area phone book for telephone numbers.

Lodging should only be utilized for overnight visiting of family.

#### **The Marine Corps Exchange (MCX)**

**The Mall (Building 3500):** The Mall provides 7-Day shopping Monday through Friday 1000-2000, Saturday 0900-1900, and Sunday 1000-1800. It has for your shopping convenience: Barber Shop, Entertainment Shop, Florist Shop, Food Court, Frame Shop, Optical Shop, Uniform Shop, and also the Main Exchange offers many departments which include clothing, cosmetics, footwear, gifts, household items, jewelry, personalized services, sporting goods, stationary, and more.

**Barber Shop:** The MCX barber shop provides a full range of grooming services in addition to haircuts seven days a week. The main side barbershop provides services Monday through Friday and half days on Saturday, call 640-6497 for information. Additionally, there are several other barber shops located in the Town of Quantico. Each location has its own specific hours of operation. For more information on locations and times, call (703) 432-8840.

**Marine Mart:** For a quick purchase of bread, beverages, dairy products, housekeeping items, magazines, newspapers, PT gear, uniform accessories, the 7-Day Store is in Building 3048, phone (703) 784-2712. It is located across from the Car Wash. The store is open 0600-2300 Monday thru Friday and 0800-2300 on Saturday, Sunday & Holiday. There is also Package Store located next to McDonalds which offers, beverages, car wash, dairy products, gasoline, and a coin operated vacuum service.

**Car Wash:** A coin operated car wash is located at Building 3056, across from the 7-Day Store. It offers a coin operated wash and vacuuming services. It is open 24 hours a day.

**Firestone:** The Exchange operates a Firestone Auto Center located at Building 3141, phone (703) 432-8473. It is located in front of the 7-Day Store. The station is open 0600-1730 weekdays, and 0700-1500 on Saturdays. It also provides U-Haul rental service.

**Auto Hobby Shop:** Located in Building 2080, behind Pruitt Hall Barracks, offers assistance of certified mechanics and the equipment needed to repair

and rebuild a personal vehicle, classes in preventive maintenance and repairs, and has a resale area stocked with oil, filters and vehicle fluids. Call (703) 784-2729 ext. 1401 for more information.

**Commissary Store:** Groceries, meats, and household items may be purchased at the commissary store next to the Main Exchange, phone (703) 432-8099 ext. 8100. The store hours are as follows: For early bird shopping of 20 items or less it opens at 7 a.m. Monday - Saturday and 8 a.m. on Sundays. The hours of operation are Monday thru Friday, 9 a.m. to 8 p.m.; Saturday 9 a.m. to 7 p.m., and Sunday, 9 a.m. to 6 p.m.

**Dry Cleaning/Tailor Shop:** The Exchange Dry Cleaning and Tailoring Shop in Building 3035, phone (703) 432-8902, provides all dry cleaning needs and alterations to civilian clothing and uniforms. The shop is open 0900-1800 weekdays and 0900-1900 on Saturdays and 1000-1700 on Sundays. One day cleaning is available. There are several reputable civilian dry cleaning & tailor shops located nearby in the Town of Quantico. They offer the same services as Quantico shops and in some cases have broader hours of operation.

**Naval Medical Clinic:** Sick call hours are 0730-0900 and 1300-1400 Monday through Friday, closed Thursday afternoon. Naval Medical Clinic (NMC) is designed to handle most of your Outpatient health care needs. Some of the services that are offered include: Active Duty Sick Call, physical Exams (active duty), and Immunizations, and X-rays. **The Naval Hospital aboard MCB Quantico does not offer emergency services. All emergencies are handled by either Stafford or Potomac Hospitals.**

**Dental Clinic:** The Dental Clinic is located in the north end of Mann Hall, Building 2100. Sick Call hours are from 0730-1100 and 1230-1400, Monday through Friday. Information desk telephone number is (703) 784-2803. Emergencies will be handled on a walk-in basis during normal working hours. After hours number is (703) 784-2802.

**Red Cross:** The Red Cross provides emergency communications and assistance 24 hours a day to military. In the event of an emergency, illness, or death in the immediate family, the Red Cross should be contacted at once. Situation reports are delivered during emergencies, and emergency leave requests are verified. The Red Cross station manager's working hours are 0800-1600, Monday through Friday and can be reached at (703) 784-3113. After hours, the Military District of Washington representative can be reached by calling (202) 728-6499.

**Navy Marine Corps Relief Society:** The Quantico Auxiliary office is located in Little Hall, Building 2034 on the 2<sup>nd</sup> Floor. and is open 0800-1600, Monday through Friday. For additional assistance or more information call (703) 784-9754 ext. 3355.

**Marine Corps Research Center (GRC):** The GRC is located in Building 2040. The hours of operation are 0730-1745, Monday through Friday, and 1000-1745 on Saturday. Phone numbers for the GRC are 784-2248, Circulation 784-4408, Reference 784-4409, and Archives 784-4685.

**Religious Activities:** A comprehensive religious program is offered aboard Quantico in both the Protestant and Catholic Communities. While the U.S. Marine Corps Memorial Chapel serves as the focal point for worship, Divine Services are also conducted at five additional chapels aboard Quantico. A complete schedule of services is published weekly in the Quantico Sentry. Latter Day Saints' Priesthood Services are conducted in the Religious Activities Center, Building 2177 at Quantico.

There are approximately 300 churches representing 20 denominations located within Prince William and Stafford Counties. Most of these congregations have social and civic groups designed to meet the needs of families. For information regarding denominational programs in the adjacent civilian community, other religious needs contact the Command Chaplain, at (703) 784-2131.

**Recreation/ITT Office:** MWR offers a variety of recreation, tours, and entertainment services. The telephone number is (703) 784-2279. Just a few of

those that are offered are: Auto Hobby Shop, Bowling Center, the Movie Theater where someone can be reached at (703) 784-2210 for any questions you may have, and the Medal of Honor Golf Course (Fuller Road), boating, camping, and Fishing at Lunga Reservoir (MCB 4), horseback riding at the Stables (off Purvis Road), and swimming at the 50 meter outdoor pool, located next to Clubs of Quantico. ITT office is located in the Main Exchange.

**Travel Agency:** A commercial travel agency has been established at Quantico, Building 2009 (across from TMO) to provide personal travel arrangements for personnel and their dependents. Open Monday thru Friday 0900-1700, and closed for lunch 1330-1430. Refer all questions to (703) 432-8852.

**Dining Facilities:** Messing is available for students. Mess hours and rates are as follows:

**BRUCE HALL:**

Located in Building 2000, open daily, meal hours are as follows:

Mon - Fri	0600 - 0800	Breakfast	\$2.30
	1100 - 1300	Lunch	\$4.25
	1630 - 1800	Dinner	\$4.25
Sat & Sun	0900 - 1130	Brunch	\$4.85
	1630 - 1800	Dinner	\$5.95

**Fast Chow**

Mon - Fri	0600 - 0900	Breakfast	\$2.30
	1000 - 2000	Dinner	\$4.25
Sat & Sun	1100 - 1200	Breakfast	\$4.85
	1200 - 1900	Dinner	\$5.95